

**Dedham Public Library  
Meeting of the Board of Library Trustees  
Wednesday, September 28, 2011 at Endicott @ 7:00 pm**

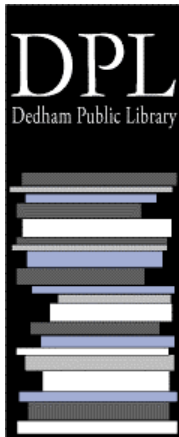
**Agenda**

**Old Business**

- 1. School/Library collaboration**
- 2. Interim Director search**
- 3. Old bills**

**New Business**

- 1. Administrative Assistant hiring**
- 2. Finalization of Director job description**



# Dedham Public Library

Massachusetts. Minuteman. You.

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Dedham, MA 02026  
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<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair  
Brad Bauer  
Michael Chalifoux  
Rebecca Peluso  
Rachel Tuerck

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>SEPTEMBER 28, 2011, ENDICOTT LIBRARY, 7:00PM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Supplemental Meeting – Job Description Draft
<b>CHAIRMAN</b>	Joe D'Amico
<b>SECRETARY</b>	Rachel Tuerck
<b>ATTENDEES</b>	Joe D'Amico, Rachel Tuerck, Brad Bauer, Mike Chalifoux
<b>PUBLIC ATTENDEES</b>	Gloria Reinhart, Bob Desmond, Margo Wereta, Janice Crowley, Cecilia Emery Butler, Robert McWhirk

Since this was a supplemental meeting called primarily to draft the Library Director's job description, there was no public input.

## 1. LIBRARY UPDATES:

1. Acting Director: Lisa Ingemi, the acting library director gave an update. She completed the staff schedule for October, handed out program stats, paid many months' worth of bills, held the first staff meeting, and announced she might try to apply for a digitization grant from the BPL, with the priority being microfiche, since our machine can't print copies.

<b>ACTION ITEM</b>	<b>OWNER</b>	<b>DEADLINE</b>
Give copy of staff schedule to Mr. Chalifoux	Ms. Ingemi	10-07-11

2. School/DPL Collaboration: Ms. Tuerck handed out two possible alternatives on how to code DPL books going to the schools in the MLN, either by adding letters into the call number or by buying duplicated copies of books. The Trustees opted for the

FINAL 2011-9-28 DRAFT DPL Minutes Template.doc

first option, although the library is likely to order additional copies to keep at the library as well if we don't already have the title.

3. Interim Director position: Trustees haven't had luck pursuing leads via word of mouth, so Mr. Chalifoux will post simple job postings on the town website, Simmons, and MBLC. The job will be for 3-6 months, full-time, and flexible hours.

4. The new Administrative Assistant is ready to start 10/3: Rosemary Shrewsbury  
Mr. Bauer made the motion to hire Ms. Shrewsbury, Ms. Tuerck seconded the motion, and the motion passed unanimously.

## **2. FINALIZATION OF LIBRARY DIRECTOR JOB DESCRIPTION:**

Mr. Bauer made the motion to use the job description that Mr. Bauer and Ms. Tuerck created; Ms. Tuerck seconded. Mr. D'Amico called for discussion. The board went through each section of the job description and made edits. Mr. D'Amico put the motion to vote to use the description as amended. Mr. Bauer seconded and the motion passed.

<b>ACTION ITEM</b>	<b>OWNER</b>	<b>DEADLINE</b>
Edit job description and get to town hall by 9-29-11	Ms. Tuerck	9-29-11
Post online by 10-4-11	Nancy Baker, Rachel Tuerck	10-04-11
Post interim position online	Mike Chalifoux	10-07-11

## **3. CLOSING TIME**

Ms. Ingemi raised an issue with some staff not leaving promptly when the library building is closing, which causes issues with the staff and makes it harder for the custodians to close the building and complete their jobs. The conversation will be continued at the next meeting.

Ms. Tuerck moved to adjourn, Mr. Chalifoux seconded. The motion passed and the meeting adjourned at 8:55pm.

The next Trustees meeting will be Tuesday, October 18th At 7:30pm at the Main.

Respectfully submitted,

Rachel Tuerck, Secretary

Encl:

- Programming statistics
- DPL/Collaboration Process documentation
- Library Director Job Description Draft
- Sample job description form Wellesley

## **Town of Dedham, Massachusetts Library Director Job Description**

Position Title:	Library Director	Grade Level:	
Department:	Library	Date:	
Reports to:	Board of Trustees	FLSA Status:	

### **Statement of Duties:**

The Director of Libraries serves as administrator of the town's public library systems. He/she is responsible for the implementation of library policies established by the Board of Trustees and leadership for improving public library services to the community. The Director performs managerial duties related to personnel, budget, collection development, building maintenance, library services, and programming.

### **Supervision Required:**

The Director reports to the Library Board of Trustees and works under the administrative direction of the Town Administrator. Working from policies and objectives given by the Library Board of Trustees the Director is responsible for establishing short and long-range objectives, owning performance standards and assumes direct accountability for library results, such as programming and circulation. The Director consults with the Board of Trustees and/or Town Administer when clarification, interpretation, or exception to municipal policy may be required. The Director is responsible for the development and implementation of departmental policies, goals, objectives, operating budgets, and detailed monthly reports to the Trustees. The Director is also expected to attempt to resolve conflicts that arise and coordinate with others as necessary. The Director will have the opportunity to suggest basis for evaluation criteria. An annual review will be conducted by Trustees, with input from patrons and staff.

### **Supervisory Responsibility:**

The Director is accountable for the direction and success of programs accomplished through others. The Director is responsible for leading and working collaboratively with staff to deliver quality services and programming that add value to the library and its patrons. The Director is responsible for analyzing library objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objectives, and recommending new goals. The Director formulates or recommends program goals and develops plans for achieving short and long-range objectives, determines organizational structure operating guidelines and work operations, formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided, coordinates program efforts within the unit and with other departments, delegates authority to subordinates and holds them responsible for the performance of their work, reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work, and oversees the personnel function, including or effectively

Library Department  
Library Director  
9/21/2011

## **Town of Dedham, Massachusetts Library Director Job Description**

recommending hiring, training, and disciplining of employees.

The Director is currently responsible for the supervision of thirteen (13) full time employees and five (5) part- time employees belonging to two separate unions. Employees supervised are located at either of two (2) separate locations. The staff size is well established and relatively stable throughout the fiscal year.

### **Confidentiality:**

In accordance with the State Public Records law, the Director has regular access to confidential information of the department including but not limited to collective bargaining negotiations, union grievances, official personnel files, and department or patron records.

### **Accountability:**

Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger public health/safety, and jeopardize programs.

### **Judgment:**

Work is based on administrative or organizational policies, general principals, legislation or directives that pertain to the Public Library. Extensive judgment and ingenuity is required to develop new or modify existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of established guidelines or policies. The Director is recognized as the Dedham Public Library's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

### **Complexity:**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services, and recommending improvements.

### **Work Environment:**

Work is performed in a public library setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but working conditions are generally pleasant.

# **Town of Dedham, Massachusetts**

## **Library Director Job Description**

### **Nature and Purpose of Relationships:**

As a leader in a highly visible public organization, relationships with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media are extremely important. The Director serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including Public Library practices, procedures, regulations or guidelines. The Director may be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **Occupational Risk:**

Risk exposure is similar to that found in a public library setting.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Leads the daily operation of the public library, including the development of the library staff, policies, programs, personnel schedules, and related services to provide prompt, courteous customer service to patrons. Monitor all operations against recognized standards, and delegate as needed. Handles complaints in accordance with policy.
2. Organizes, trains, assigns and evaluates personnel. Develops and cross trains staff for progressively more responsible experience. Energizes and motivates staff. Helps build one, seamless staff between two locations. Designs and develops continuing education for staff and board. Develops and utilizes skills and initiative of staff members to the library's advantage. Maintains professional, respectful, and collaborative relationships with employees.
3. Studies and makes plans to develop the services of the library to more effectively meet the present and future needs of the community. Studies community and area trends, and evaluates their relation to the library. Recommends plans for library growth that include measurable goals and objectives.
4. Advises, consults, and confers with the Board of Trustees, other libraries, professionals, officials (at state and local levels), citizens, and community groups regarding library services and operations.
5. Maintains membership in professional organizations. Keeps informed of current developments in library field.

Library Department  
Library Director  
9/21/2011

## **Town of Dedham, Massachusetts Library Director Job Description**

6. Prepares questionnaires and surveys to evaluate public responses to the library and programs.
7. Analyzes collection holdings, and maximizes new materials budget to offer patrons a varied, current, desirable and useful collection of materials. Coordinates the acquisition of new materials among staff to meet patrons' needs as well as state requirements.
8. Supervises the development and application of technology in support of library services and programs.
9. Suggests improvements needed in salary and working conditions.
10. Develops, supervises, promotes and publicizes outreach programs for school and community entities. Collaborates with local schools to better serve students.
11. Maintains complete and accurate records of finances, inventory and annual reports. Prepares regular written reports and submits other relevant documents to the Board of Trustees and other entities as needed. Attends all required meetings or designates substitute. Keeps trustees informed of progress and problems. Calls significant materials, financial decisions, and events to the attention of the Board of Trustees.
12. Works collaboratively and recommends policies to trustees; supplies examples and sources of information and advises board of implications of various decisions. Administers policies and maintains policy handbook; interprets policies to staff and public.
13. Assists in developing criteria for and selection of new trustees. Organizes orientation of new trustees by introducing library staff, explaining procedures, and providing either a copy of the MBLC Trustee handbook or the information to obtain a copy.
14. Prepares all needed library reports for local government, the MBLC, and any other professional organization. Provides copies to the board and community. Helps prepare and presents the library's annual operating budget to the Town Administrator, Finance Committee and Town Meeting.
15. Actively seeks grants and prepares grant applications for funding of both operational and improvement programs. Seeks gifts and other new sources of non-tax funding in support of library services and programs, taking into account the board's plan for library growth. Acknowledges gifts of money and library materials.
16. Oversees the repair, maintenance, and contracting for maintenance of the library's

Library Department  
Library Director  
9/21/2011

## **Town of Dedham, Massachusetts Library Director Job Description**

physical plant, including surrounding grounds. Maintains welcome and attractive environment for patrons.

17. Markets and promotes the library, as well as its services and materials, through various media including newspapers, online sources, social media and public speaking.
18. Serves as liaison to various town, state, civic and community organizations. Speaks to groups and individuals to provide information and/or to advocate for library services.
19. Assists and supports efforts of Friends of the Library and other community organizations in their support of library services and operations.
20. Knows, studies, and abides by all local, state, and federal laws and regulations that affect public libraries and empower boards of trustees. Maintains accreditation standards set by the Massachusetts Board of Library Commissioners, to the best of his/her ability.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

Must have a Master's Degree in Library Science from an accredited ALA certified institution; five years of progressively responsible experience in public library administration including at least three years in a supervisory capacity; or an equivalent combination of education and experience upon approval of the Board of Trustees.

#### **Special Requirements:**

A candidate for this position must have a Certificate of Librarianship from the State Library Board of Commissioners or the ability to obtain one immediately.